

Michigan Department of Civil Service

REGULATION

Appointing Authority Letter Reference:	Effective Date: <u>April 25, 1999 August 20, 2000</u>	Index Reference: Classification, Reorganization, Position	Regulation Number: <u>4.184.07</u>
Issuing Bureau: Human Resource Services	Rule Reference: Rules <u>1-3</u> , 4-1.2, 4-1.4, <u>4-1.6</u> , 4-2.1, and 4-2.1a		Replaces: Reg. 4.18 (CS-6803, <u>July 14, 1996</u> <u>April 25, 1999</u>)
Subject: AGENCY REORGANIZATIONS			

AUTHORITY

The Michigan Constitution of 1963, Article 11, Section 5, states in part:

~~The commission shall classify all positions in the classified service according to their respective duties and responsibilities . . . make rules and regulations covering all personnel transactions and regulate all conditions of employment in the classified service.~~

1. PURPOSE

The purpose of this regulation is to outline the standards and procedures that an appointing authority must use to notify the ~~Bureau of Human Resource Services (Bureau)~~ Department of Civil Service of a planned reorganization within an agency.

Note: This regulation does not direct appointing authorities on how to organize. Article XI, Section 5, of the *State of Michigan Constitution* and Chapter 6 of the *Michigan Civil Service Commission Rules*, "Rights of Employer," delegate the exclusive authority to organize to the appointing authorities. This regulation provides a mechanism by which a reorganization can be reviewed for classification purposes prior to the implementation.

2. CIVIL SERVICE COMMISSION RULE REFERENCE

~~Chapter 4 of the Michigan Civil Service Commission Rules provides the basis for position establishment and classification.~~

A. 1-3 Regulations. --- The state personnel director is authorized to issue regulations that the director deems to be necessary or useful. A regulation issued by the state personnel director shall be binding on the department of civil service unless the commission finds that the regulation violates a rule. The state personnel

director shall make all regulations available to employees through their personnel offices and the internet.

B. 4-1.2 AllocationClassification. — ~~All positions established in the classified service shall~~ must be reviewed to classify the position properly for purposes of determining their appropriate allocations.

C. 4-1.4 Classification Plan. — The commission shall authorize an official classification plan for all positions in the classified service, ~~which shall be administered by~~ The department of civil service shall administer the official classification plan.

(a) **AllocationClassification.** — Every position established ~~shall~~ must be allocated ~~classified~~ in accordance with the official classification plan.

~~4-1.6 Regulations. — The state personnel director shall issue any regulations to implement the provisions of this chapter.~~

D. 4-2.1 Position AllocationClassification Review. The department of civil service ~~will~~ shall provide for both a periodic and ongoing review of positions in the classified service ~~for the purpose of reviewing the allocations of positions~~ to ensure ~~they~~ positions continue to be properly classified.

(a) **Position review.** ~~An appointing authority~~ ies shall give notice to the department of civil service of material changes in the duties and responsibilities that may impact the proper classification of ~~any a position~~ s within their jurisdiction. If the appointing authority ~~does not~~ fails to so notify the department of civil service ~~of material changes~~, the employee occupying the position may initiate a position review by filing ~~an updated position description and a written request with the department of civil service~~ to initiate the process for a position review.

(d) **Preauthorized review.** ~~An appointing authority~~ ies may ~~allocate~~ reclassify ~~a positions~~ in accordance with regulations ~~issued by the state personnel director~~ governing preauthorized positions.

3. STANDARDS

4.A.—Executive Directive ~~1991-3~~ 2000-1 requires the review and approval of reorganization proposals by the director of the Department of Management and Budget (DMB) and the Counsel for Executive Branch Reorganizations prior to implementation. The ~~Bureau~~ Department of Civil Service will not ~~formally~~ release any classification actions until there is a written verification of that review.

2.B.—The appointing authority must notify the ~~Bureau~~ Department of Civil Service of the proposed reorganization prior to implementation. A meeting may be set to discuss the proposed reorganization.

~~3.C.~~—The appointing authority's representative and staff in the ~~Bureau~~Department of Civil Service will together determine the plan necessary for the reorganization, based on, but not limited to, the following:

- ~~a.1.~~—The size and complexity of the reorganization.
- ~~b.2.~~—The information and documents necessary to review the reorganization.
- ~~c.3.~~—The impact, or potential impact, on the classification of the positions.
- ~~d.4.~~—The potential number of positions and employees that may be renumbered impacted resulting in either new position establishment(s) or reclassification of existing position(s).
- ~~e.~~ The potential number of positions, which may be established, based on the new or substantially different functions assigned as a result of the reorganization.

~~4.D.~~—The appointing authority must then submit the necessary documents to the ~~Bureau~~Department of Civil Service for review to determine the impact of the reorganization. These documents may include the following:

- ~~a.1.~~—The current organizational charts.
- ~~b.2.~~—The proposed organizational charts for the reorganization.
- ~~c.3.~~—The proposed Position Descriptions (CS-214) for the affected positions in the proposed organizational structure.

~~5.E.~~—The ~~Bureau~~Department of Civil Service will review the supplied documents and determine the appropriate classification actions. The ~~Bureau~~Department of Civil Service will notify the agency of the classification decisions, based on the following determinations:

- ~~a.1.~~—The appropriate classification of the affected positions.
- ~~b.2.~~—The positions that can be recoded~~renumbered in accordance with Civil Service Regulation 4.02, Preauthorized Classification Transactions.~~
- ~~c.3.~~—The positions that need to be established or reclassified~~reallocated~~ in accordance with Civil Service Regulation 4.01, Establishment and Reallocation~~Reclassification of Nonpreauthorized Positions~~ Actions That Require Civil Service Review.

~~6.F.~~—The appointing authority will submit the DMB letter of approval, Position Action Requests (CS-129), the final Position Descriptions, and the final organizational charts to the BureauDepartment of Civil Service to implement the reorganization.

4. PROCEDURES

Responsibility

Action

Appointing Authority

1. Submits to the BureauDepartment of Civil Service the necessary documents described in this regulation to review the proposed reorganization. Requests a meeting, if necessary.

BureauDepartment of Civil Service

2. Reviews the proposed reorganization and, if necessary, meets with the appointing authority. Informs the appointing authority of the findings and recommendations.

Appointing Authority

3. Receives the Bureau'sDepartment of Civil Service's review.
4. Submits to the BureauDepartment of Civil Service the necessary documents to implement the reorganization, such as the DMB approval letter, Position Action Requests, Position Descriptions, organizational charts, and the appropriate rating subsystem worksheets.

BureauDepartment of Civil Service

5. Reviews the requested establishment or ~~reclassificationreallocation~~ of the positions, based on the previous review of the proposed reorganization.

Department of Civil Service

6. If approved or modified, ~~reclassifiesallocates~~ the positions in, or ~~reclassifiiesreallocates~~ the positions to, the appropriate classifications with the necessary documentation on the Position Action Requests.

Responsibility (cont.)

Action (cont.)

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| | 7. Enters the necessary information in Personnel Payroll Information System of Michigan (PPRISM) <u>the Human Resources Management Network (HRMN)</u> . |
| | 8. If the establishment or reallocation requests are disapproved, documents the reasons on the Position Action Request forms. |
| | 9. Releases the Position Action Request <u>Response</u> (CS-129A) forms. |
| Appointing Authority | 10. Receives the completed Position Action Request <u>Response</u> form and enters <u>verifies</u> the approved information in PPRISM <u>the HRMN</u> . |
| Appointing Authority (Cont.) | 11. Informs either agency management or the incumbents <u>employee(s)</u> of the classification action and any appeal rights. |

CONTACT

Questions regarding this regulation should be directed to the ~~Bureau of Human Resource Services~~, Department of Civil Service, P.O. Box 30002, 400 South Pine Street, Lansing, Michigan 48909, (517) 373-3048 or 1-800-788-1766, or MDCS -BHR~~S~~@state.mi.us.

NOTE: Regulations are issued by the State Personnel Director under authority granted in the State of Michigan *Constitution* and the *Michigan Civil Service Commission Rules*. Regulations that implement Commission Rules are subordinate to those Rules.